

FORMAT C

TRAINING REPORT

Intelligence Research (Techniques) No. 11
(144 hours, part-time)

11 Sept - 20 Oct 1961

Student	: John H. Doe	Office	: OHR
Year of Birth	: 1930	Service Designation	: IR
Grade	: GS-09	No. of Students	: 9
EOO	: Nov 1960		

COURSE OBJECTIVES-CONTENT AND METHODS

This course, designed for the analyst who has been engaged in intelligence research for more than six months, aims to increase his capability by (a) deepening his understanding of the philosophy of intelligence research and (b) increasing his proficiency in the use of research facilities and techniques.

About 60% of the student's course time is spent on practical written assignments and exercises. These comprise an individual research project approved by the student's desk supervisor and other exercises based largely on published CIA reports. The course also includes class discussions and readings in a text tailor-made for the course.

ACHIEVEMENT RECORD

The adjectival rating and comments on this student for each major area of the course are derived from an evaluation of his work on his individual project, on the other exercises, and on the final examination. Comparative judgments take into account students in preceding classes as well as the present one.

Research Philosophy and Planning

The evaluation in this area is based on the student's preparation of terms of reference and of project work schedules and on evidence of increased understanding of the role of research analysts in fulfilling Agency goals.

Mr. Doe's work in this area was satisfactory, although he was among the lowest in the class. His outlines had a tendency to be a list of partially overlapping items rather than an organized list of mutually exclusive topics.

(over)

Information Repositories

He acquired an excellent knowledge of the facilities and functions of information repositories; he was second highest in the class. He also demonstrated excellent judgment in the use of the repositories in support of research.

Information Collection Programs

Mr. Doe's work in this area was excellent. His knowledge of collection organizations and their functions was the best in the class. Because of weak background statements and certain deficiencies in writing specific requirements, he was definitely below average in writing collection requirements for his individual project and for the final examination.

The Analytical Process

Although below average, his work was satisfactory in applying the analytical process to the class exercises, which included both quantitative and non-quantitative data, taken for the most part from published CIA reports.

Mechanics of Report Preparation

Emphasis in evaluating the work in this area is placed on the underlying thought process rather than on the quality of the product as a piece of writing. He demonstrated excellent accuracy and judgment in selecting and organizing material for inclusion in summaries and conclusions based on ORR reports.

General Comments

Mr. Doe's over-all performance was on the borderline between satisfactory and excellent, which is typical of the majority of students.

FOR THE DIRECTOR OF TRAINING:

John W. Jones
Chief Instructor

28 Oct 1961
Date

S-E-C-R-E-T

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